

(“ATTACHMENT B”)

Responses to Questions from potential bidders

Vendor Question 1:

Please provide your methodology for establishing a la carte pricing.

DCPS Response:

Pursuant to the Healthy, Hunger-free Kids Act of 2010, a la carte items must be priced so that the costs and revenue from a la carte sales is proportional to the cost and revenue of meal sales. DCPS will work cooperatively with its contractor(s) to establish the appropriate selling price of all a la carte items.

Vendor Question 2:

DCPS states in the RFP that they reserve the right to award schools separately, in whole or part. Under a FCPM (fixed cost per meal) the bid price is determined by all factors including the number of schools. Please advise how DCPS will handle this process if the award of schools / FSMCs is different from proposals submitted by FSMCs?

DCPS Response:

Pursuant to §B.3.2 of the RFP, “DCPS reserves the right to make a separate award for each school or all schools and to make an award either in whole or in part, whichever is deemed in the best interest of the DCPS.” Contractor(s) are not guaranteed award of any site or the total number of sites the contractor(s) is proposing to serve. Contractor(s)’ prices must be firm, regardless of the number of sites awarded.

Vendor Question 3:

Please provide by school a list of items in the food service areas that is considered “building and structure” related.

DCPS Response:

Building and structure is defined in §C.4 of the RFP as “wiring, plumbing, or equipment integral to the general function of the building.” In regard to the school cafeteria and kitchen, in addition to wiring and plumbing, oven hoods and grease traps would be treated as “building and structure” as they are permanently affixed to the facility.

Vendor Question 4:

Please identify details relevant to buyout requirements.

DCPS Response:

Offeror(s) shall not assume any unamortized funds or debts from previous vendors.

Vendor Question 5:

Please provide additional detail regarding billing of catering events.

DCPS Response:

The contractor(s) may provide catering services for DCPS related activities, so long as those services are supported with a valid government purchase order. Pricing for these events is to be approved by OFNS. The contractor(s) will bill the event host directly through the DCPS accounts payable department.

Vendor Question 6:

Since the FSMC must credit the value of commodities as per the RFP the FSMC has the ability to remove any remaining commodities at the time at the end of contract. Please identify the exact commodity products that must be returned to DCPS. Furthermore will DCPS then credit the FSMC for the value of those commodities?

DCPS Response:

Pursuant to 7CFR 250.52 (c) Disposition of donated foods and credit reconciliation upon termination of the contract, when a contract terminates, and is not extended or renewed, the food service management company must return all unused donated ground beef, donated ground pork, and processed end products, and must, at the recipient agency's discretion, return other unused donated foods. The recipient agency must ensure that the food service management company has credited it for the value of all donated foods received for use in the recipient agency's meal service in a school year or fiscal year, as applicable.

DCPS retains title to all donated foods it receives, even those allocated to a contractor for use in the provision of meals. After consultation with the contractor(s) at the time of termination, DCPS may, at its own discretion request either return of the remaining donated foods or credit for their value.

Vendor Question 7:

The DCPS states that the FSMC must prepare menus that use the entire entitlement of government commodities. Please describe how this process will operate at DCPS as some of the products currently used may be in conflict of such requirements?

DCPS Response:

Ibid.

Vendor Question 8:

The philosophy of OFNS has been to not use all government commodities. The RFP states however that the menu can be developed at FSMC's discretion. The credit of DCPS' full entitlement plus bonus requirement is impacted as a result and would be in conflict to OFNS' desire to control all product specifications and menus. How will that effect the requirement for the FSMC to utilize 100% of the commodity allotment?

DCPS Response:

Ibid.

Vendor Question 9:

How will DCPS handle the process of allocating the commodities to the different FSMC's?

DCPS Response:

DCPS will work cooperatively with contractor(s) to determine which donated foods to request from the USDA. Requested donated foods will support the contractor(s)' menu needs and the District's standards. Each contractor will be allocated a share of the donated foods entitlement in proportion to its share of total lunches.

Recognizing that the new menu planning regulations may alter recipient agency requests for donated foods, USDA has indicated that there will be flexibility in modifying requests for SY 2012-13.

Vendor Question 10:

What process will DCPS use regarding existing commodities on hand at the beginning of the contract for 2012/2013?

DCPS Response:

At the close of current vendor contracts the USDA Foods inventory on-hand shall be offered to awarded contractor(s) based on the proportion of each contractor(s) share of total lunch meals. If used, the value of the USDA Foods shall be credited to DCPS.

Vendor Question 11:

Please confirm that if the entitlement received is less than the calculated entitlement, the FSMC will receive a credit for the difference.

DCPS Response:

Since at no time does the FSMC have title to any USDA Foods, there is no value to credit. The fixed-unit-price proposed should not reflect the value of USDA Foods that the District may receive. The contractor(s) will credit the value of donated foods used in the meals served during

the month they are used. A reconciliation will be made at the end of each school year for any remaining entitlement credit due.

Vendor Question 12:

On page 8, DCPS states that they request a detailed and weekly analysis related to fiscal management program compliance, operations and performance. Please provide format for this analysis report.

DCPS Response:

This language in § C.1.1.2 of the RFP "Operations and Performance" will be amended to state: "Weekly or as specified by DCPS, Contractor(s) shall present a progress report to DCPS Food Services management."

Vendor Question 13:

Based on FCPM what assumptions would you like to the FSMC to use for 5 year projections? Enrollment, number of schools, CPI increases, reimbursement rates by meal type, a la carte, etc.

DCPS Response:

For the purpose of evaluating the full cost of the contract(s) resulting from this procurement if all four option years are executed, the offeror should use the estimated meals served from attachment J13. The number of meals estimated for the base year will apply to all subsequent option years. The offeror may use any assumptions it chooses in its fixed-unit-price proposal for the base year and each of the four option years. However, any price adjustment in each of the option years will be limited to the change in the Consumer Price Index as identified in the RFP.

Vendor Question 14:

Several tables in the Cost and Pricing Data Sheet refer to "Task 1", etc – please explain what this refers to.

DCPS Response:

Answer pending.

Vendor Question 15:

On page 11 the RFP and the Cost and Pricing Data attachment there is reference to "Other Historical Data". Please provide clarification on what this means.

DCPS Response:

Other Historical Data: All offerors with current or past experience (within three to five years) for similar requirements, as described herein, must submit, as a part of their cost data, the following:

Caption: **Food Services Management Company Services**
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Contract Number.

Government agency (federal, state, District, municipal) the contract was awarded by.

Name and phone number of the Contracting Officer.

Name and phone number of the Contract Administrator.

Name and phone number of the Contracting Officer's Representative (if applicable) and the Contract Administrator.

Period of Performance of the Contract.

Total amount of contract(s)

Vendor Question 16:

[B.12.2] The RFP states that an assessment has to be made for all equipment repairs and replacement. Whose responsibility is to pay for this assessment? Furthermore is that cost included in the cost reimbursement structure?

DCPS Response:

§ B.11.2 and §C.6.4.2 of the RFP require the successful offeror(s) to conduct an equipment assessment in each school it is awarded. The assessment should address the contractor(s)' recommendations for repair or replacement, as well as recommendations for additional equipment that would improve the quality of the meal programs at each school including the possibility of on-site cooking. The cost of the assessment will be borne by the contractor(s).

DCPS shall have ultimate authority over the approval of equipment purchases and shall, at its discretion, recommend equipment or equipment specs for purchase.

Vendor Question 17:

How much has DCPS allocated as a budget for equipment repair and maintenance for 2012/2013?

DCPS Response:

The required equipment assessment should include estimates of the cost requirements for equipment repair and maintenance.

Vendor Question 18:

As FSMC is being requested to assume repair and maintenance responsibilities please provide an equipment list detailing the age, condition and repair history by school.

DCPS Response:

The cost of equipment repair, maintenance, and replacement will be borne by the District and therefore should not affect your cost proposal.

Vendor Question 19:

Please specify maximum response days from order repair request to approval of work being done?

DCPS Response:

Contractors are expected to manage equipment maintenance and repair for the schools they are awarded, and are expected to meet meal and service standards established in this solicitation.

Vendor Question 20:

Section C.6.8.1 does not coordinate with the Fixed Cost Per Meal bid process – any changes to the menus and products as proposed will be a material change to the program and by federal law for the NSLP and thus will be required to rebid. How is DCPS proposing to handle this?

DCPS Response:

DCPS understands that under a fixed-unit-price reimbursement, the standards and requirements for meals and service will be established in the contract, and that any changes to these standards not clearly identified in the solicitation or contract would be a material change. DCPS will work cooperatively to incorporate program improvements that adhere to this principle.

Vendor Question 21:

[pg.8]. Please identify the mitigating barriers to increase meal participation across all schools

DCPS Response:

DCPS is committed to providing a strong nutrition program to all of its students. Therefore, all levels of District administration work to eliminate barriers to program success. The biggest barrier to meal participation is the quality of meals served. Where meals are tasty, and well-presented, student acceptance is high.

Vendor Question 22:

A menu price increase of only 0.10 was granted for the school year 2011/2012. Please confirm the proposed increase for the 2012/2013 school year is set at 0.65 for elementary schools and 0.90 at secondary schools?

DCPS Response:

While a final decision about meal prices is pending, DCPS has preliminarily indicated that this is the planned price increase.

Vendor Question 23:

There are many items that have been tested and required by DCPS OFNS in the past two years yet none of those items have been detailed in this RFP. The DCPS must understand that the menus and products used by FSMC in compliance with the nutrition and spec requirements herein to bid on said RFP will be the products that are used in the program. Any requested changes by the OFNS will constitute a material change to the contract and require it to be rebid. Since the federal law does not allow specific products to be bid, we understand that our menus and products will be utilized.

DCPS Response:

DCPS understands that changes to the products and menus offered by the contractor(s) may result in material changes. However, not all changes would be material. DCPS will work cooperatively with its contractor(s) to incorporate changes that are mutually acceptable and do not result in material changes.

Vendor Question 24:

Please confirm the fresh fruit and vegetable program is to be kept separate from the FCPM and Fee for Service bids?

DCPS Response:

The Fresh Fruit and Vegetable Program is a pass through federal grant program and should not be included in the fixed-unit-price component of this solicitation. Per the rules of the FFVP, the cost reimbursement for this program may include up to a 10% administrative fee.

Vendor Question 25:

DCPS requests that fresh fruits and vegetables must be offered daily for all meals. Does this mean that fresh fruit or vegetable must be offered with every meal period and every day? Furthermore does this mean for each of breakfast, lunch, supper and snack? Please be more specific regarding your future requirements relative these requests.

DCPS Response:

At least one fresh fruit or vegetable item must be offered at every breakfast, lunch and supper. Other forms of fruit and vegetables may also be offered.

Vendor Question 26:

Please be more specific about the sugar requirements. The RFP states that products with sugar listed as the 1st or 2nd ingredient cannot be served, excluding naturally occurring sugar. Does this mean just literally the ingredient “sugar” or does it also mean honey, molasses, etc.? How/when is it determined if sugar is naturally occurring?

DCPS Response:

All non-naturally occurring sugars are subject to this restriction including glucose, sucrose, and fructose in any form, where non-naturally occurring sugars are sugars that are added to the end product.

Vendor Question 27:

Under a FCPM contract, menu changes must be agreed to both parties and must be consistent with the cost of the item it is replacing. Any alteration outside of this constitutes a material change to the contract and by law DCPS must rebid the program. Please describe how DCPS will handle this.

DCPS Response:

DCPS understands that changes to the products and menus offered by the contractor(s) may result in material changes. However, not all changes would be material. DCPS will work cooperatively with its contractor(s) to incorporate changes that are mutually acceptable and do not result in material changes.

Vendor Question 27:

Please provide the detailed requirements regarding the branded meal stations.

DCPS Response:

DCPS branded meal stations are expected to be piloted at four (4) high schools: Eastern High School, Ellington School of the Arts, Wilson High School, and Woodson High School. DCPS expects the following schools to have station capabilities following modernization: Anacostia High School, Ballou High School, Cardozo High School, and Dunbar High School. Each school will have 4-5 stations that focus on popular and healthy meal options. The current concept prospects and specifications are as follows:

- Hot Meal of the Day – Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- Deli Bar –Spec to include big top salad/sandwich refrigerators, full service sneeze guard with overshef, and hanging decorative lights. Size of equipment and number of light fixtures to be determined by space available. Substitution of drop-in self-contained*

refrigerated cold pans is available in place of the salad/sandwich refrigerator. A drop-in self-contained refrigerated cold pan may also be included for side items. Adequate space to prepare/cut food items.

- *Baked/Rotisserie Chicken of the Day- Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- *Build your Own Burrito/Taco Station - Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- *Reimbursable Salad Bar Station – Full size salad bar separate from the serving line with an independent point of sale station.*

The contractor(s) will be expected to develop menus consistent with DCPS station concepts, maintain station equipment, train staff on equipment use, and assist in evaluating station effectiveness.

Vendor Question 28:

The USDA requires a 21 day cycle menu to be included in the RFP for all FCPM contracts. Please provide the cycle menu that the DCPS would like us to bid on.

DCPS Response:

7 CFR 210.16 (b)(1) states, “(1) The invitation to bid or request for proposal contains a 21-day cycle menu developed in accordance with the provisions of § 210.10, to be used as a standard for the purpose of basing bids or estimating average cost per meal. A school food authority with no capability to prepare a cycle menu may, with State agency approval, require that each food service management company include a 21-day cycle menu, developed in accordance with the provisions of § 210.10, with its bid or proposal.” Therefore, DCPS requires offerors to submit a 21 day cycle menu as part of its proposal.

Vendor Question 29:

Please provide schedule of modernization plan per school for the next 5 years.

DCPS Response:

The school modernization plan is subject to change yearly given that the DC Capital Improvement Plan must receive annual approval from the DC City Council.

The following modernization projects are scheduled for completion in summer 2012:

- *Anacostia High School (Full Modernization)*

- *Turner Elementary School (Full Modernization)*
- *Moten Elementary School (Full Modernization)*
- *Whittier Education Campus (Kitchen/Cafeteria Modernization)*
- *Burroughs Education Campus (Kitchen/Cafeteria Modernization)*

The following phase 1 (classroom-centric/partial, no renovations to cafeteria or kitchen) modernization projects are scheduled for completion prior to the start of school year 2012-13:

- *Amidon-Bowen Elementary School*
- *Brookland Education Campus @ Bunker Hill*
- *Bruce Monroe Elementary School*
- *Ketcham Elementary School*
- *LaSalle-Backus Education Campus*
- *Leckie Elementary School*
- *Nalle Elementary School*
- *Ross Elementary School*
- *Simon Elementary School*

The majority of all scheduled modernizations up to 2015 will be Phase 1 modernizations completed over the summer. However, a number of high schools will be going under full modernizations during this time:

- *Ballou High School, expected to be completed in 2014*
- *Cardozo High School, expected to be completed in the summer of 2013*
- *Dunbar High School, expected to be completed by the summer of 2013*

Vendor Question 30:

[C.6.2.2] The RFP states that the FSMC shall ensure each service line employs an operational POS at all times. If however the POS encounters connectivity issues, etc this is a DCPS issue and not an FSMC issue and thus shall not be considered non compliant with this contract. Please confirm how will DCPS handle this process?

DCPS Response:

DCPS retains responsibility for the maintenance and repair of POS terminals. However, the contractor(s) is responsible for the proper operation of the equipment, timely reporting of equipment failures, and ensuring that the data entered into the transactional system, whether through an electronic POS terminal, or data entry through the software interface is accurate.

Vendor Question 31:

In a FCPM contract, the FSMC bills for the total meals multiplied by the bid price. Please identify DCPS' requirements regarding the identification of rebate credits.

DCPS Response:

The majority of this solicitation is for a fixed-unit-price contract for the service of meals and other food items. It is assumed that offeror(s) have included the value of discounts, rebates, and credits in their price proposals. No identification is required. For the cost reimbursable portion of this solicitation related to equipment maintenance, repairs and replacement, vendors must identify all discounts, rebates and applicable credits accruing to these goods and services, and apply them as credits against invoices for cost reimbursement.

Vendor Question 32:

[pg. 8] Please supply the format required to report revenues, credits and expense items?

DCPS Response:

DCPS has provided a sample invoice in Amendment 4, noted as J.19.

Vendor Question 33:

The RFP states that the FSMC must provide the electronic file of nutrition information 60 days prior to the start of service. In another section of the RFP however, it also states that DCPS will provide approval for all menus at least one month before service. Please confirm whether it is 30 days or 60 days prior to start of service.

DCPS Response:

Offeror(s) must turn in menus and respective nutrition information at least 60 days prior to the menu month. DCPS will provide approval for all menus at least 30 days prior to service, giving offeror(s) time make appropriate changes and put in orders. If the offeror elects to turn in menus and respective nutrition information earlier than 60 days prior to the menu month, DCPS will provide approval within 2 weeks of receipt.

Vendor Question 34:

School site visits were only permitted to 6 schools which are operated by one of the three FSMCs. In order to provide an equitable process and the ability for all bidders to gain knowledge regarding sites please identify additional tour dates and times for schools operated by the other two FSMCs.

DCPS Response:

The sites offered for the site visits represent the three service models, and were not intended to be comprehensive. In order to support school programs and avoid disruptions, no additional sites will be made available.

Vendor Question 35:

The RFP on page 90 requires a staffing plan by school with positions and hours to be worked however the Cost and Pricing Data Sheet requires several other labor schedules. Please confirm

what direction bidders should follow. If the requirement is that of the Cost and Pricing Sheet, please explain further how these sheets work.

DCPS Response:

The staffing plan requirement in the RFP will be amended. Offerors will not be required to provide positions and hours to be worked.

Cost and pricing sheet answer pending.

Vendor Question 36:

What constitutes "Basic Computer Skills" required for all food service workers?

DCPS Response:

Minimal exposure to computing including powering off and on, logging in, Microsoft Windows, basic troubleshooting (power, connection, and printer problems), using email, opening a file, identifying basic file types, and using a mouse, keyboard, and other computer accessories.

Cashiers must exhibit basic or advanced proficiency with point of sale software.

Vendor Question 37:

In section C.6.15 are there District costs for training personnel and materials we will have to include in the FPMC? If so what is the cost?

DCPS Response:

No, there are no District costs for training personnel.

Vendor Question 38:

Please specify which schools and number of vending machines will have reimbursable meal vending machines.

DCPS Response:

Tentatively, DCPS has selected the following sites to pilot reimbursable vending: Anacostia High School, Cardozo High School, Deal Middle School, Wilson High School, and Woodson High School. DCPS does not anticipate any site having more than two reimbursable vending machines.

Vendor Question 39:

How many vending machines will be installed per school in year one?

DCPS Response:

DCPS anticipates piloting five (5) reimbursable vending machines in SY2012-13.

§C.6.11.10 "Vending" will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 40:

How many vending machines will be installed in years 2-5?

DCPS Response:

§C.6.11.10 "Vending" will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 41:

Where will the vending machines be located?

DCPS Response:

§C.6.11.10 "Vending" will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 42:

Due to the fact there is an existing vending agreement for snacks and drinks what is DCPS' intent to managing this program?

DCPS Response:

§C.6.11.10 "Vending" will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 43:

What is the process to determining violations?

DCPS Response:

When OFNS is made aware of an event at a site, it will investigate and document it. If it is determined that a violation of a contract requirement has occurred, as enumerated in §C.6.1.6.4 of the RFP, damages will be assessed. The schedule of damages corresponds to either the effort needed to document the violation, the impact of the violation on students and staff, and/or the impact on the school and school schedule. The determination of damages to be assessed will be consistent with this approach.

Vendor Question 44:

B.2 The USDA has amended the federal regulations governing the National School Lunch Program to address issues regarding procurement and donated commodities. The new regulations require that all solicitations and contracts contain specific language describing the change in regulations. This solicitation is missing the required language. Does the District

intend to amend its solicitation to incorporate the language required by the USDA and require that such language be included in any resulting contract? For your convenience, we have included the required language on the attached Exhibit A.

DCPS Response:

We believe that all of the required language has been included in this solicitation per our review of 7CFR parts 210.16 and 250.50.

Vendor Question 45:

B.2. Menus On January 26, 2012, the USDA issued a Final Rule on Nutrition Standards in the National School Lunch and School Breakfast Programs (the "Menu Final Rule") which revises and clarifies requirements for the nutritional standards in the National School Lunch and School Breakfast Programs (7 C.F.R. Parts 210 and 220). The Menu Final Rule imposes revised fruits, vegetables, grains, meat/meat alternatives and milk components; dietary specifications; menu planning; age-grade groups; offer vs. serve and weighted nutrient analysis monitoring of National School Lunch Program meals effective for the 2012-2013 school year. The Menu Final Rule further revises the grains components, dietary specifications; menu planning; age-grade groups; and monitoring of the School Breakfast Program meals effective for the 2013-2014 school years. We note that DCPS did not include menus in the solicitation

Vendor Question 45, Sub Question 1:

Please confirm: that DCPS will require bidders to use a Food-Based Menu Planning approach;

DCPS Response:

The RFP explicitly references the requirement to be compliant with current regulations, specifically 7 CFR 210.10 and 220.8. The revised regulations only allow for a food-based menu plan effective July 1, 2012 for lunch and July 1, 2013 for breakfast. DCPS requires food-based menus for all programs under any contract resulting from this solicitation.

Vendor Question 45, Sub Question 2:

Please confirm: that DCPS will provide compliant menus and will require bidders to price their bids using menus and specifications which are compliant with the Menu Final Rule requirements for the National School Lunch Program;

DCPS Response:

7 CFR 210.16 (b)(1) states, "(1) The invitation to bid or request for proposal contains a 21-day cycle menu developed in accordance with the provisions of § 210.10, to be used as a standard for the purpose of basing bids or estimating average cost per meal. A school food authority with no capability to prepare a cycle menu may, with State agency approval, require that each food service management company include a 21-day cycle menu, developed in accordance with the

provisions of § 210.10, with its bid or proposal.” Therefore, DCPS requires offerors to submit a 21 day cycle menu as part of its proposal.

Vendor Question 45, Sub Question 3:

Please confirm: that in order for DCPS to avoid having to re-bid the RFP/IFB next year, DCPS will require bidders to price their bids using menus and specifications which are compliant with the Menu Final Rule requirements for the National School Breakfast Program, effective July 1, 2012; and

DCPS Response:

The RFP anticipates awarding a contract(s) for SY2012-13, which begins July 1, 2012. The RFP explicitly states that all meals must be compliant with current menu planning regulations. The 21 day cycle menus submitted by successful offerors must be served during the first 21 day period. Therefore, offeror(s) are expected to offer menus that meet the recently published menu requirements as those will be the applicable regulations at the time of execution.

Vendor Question 45, Sub Question 4:

Please confirm: that the Wellness and Nutritional Services Department in the Office of the State Superintendent of Education (“State Agency”) approved the RFP with respect to compliance with the Menu Final Rule.

DCPS Response:

DCPS submitted its solicitation documents to the State Agency, which were approved prior to publication of this RFP.

Vendor Question 46:

B.3 Has the RFP and contract been approved by the State Agency? If so, please provide a copy of the approval letter.

DCPS Response:

Yes, the DC State Agency (OSSE) commented on and approved the RFP prior to issuance as an internal governmental operational procedure.

Vendor Question 47:

To enable a FSMC to satisfy inclusions such as C.1. Introduction and C5 related to FSMC collaboration and responsibility for managing costs to reduce losses to DCPS and financial transparency, will DCPS consider cost reimbursable financial arrangement for the entire food service program? Other inclusions (B.1.1, B.3.2, B.3.2.1, B.4,B.5., B.5.1, B.5.2.1, B.7., C.2.12, C.6.1.2.4, C.6.8.15, C.6.8.16, C.6.11.1, C.6.11.10 C.6.12.1, C.6.13.2 , C.6.16.2, C.6.16.3)

DCPS Response:

This solicitation is a fixed-unit-price contract with regard to all meal services, required as part of this proposal.

Vendor Question 48:

Will DCPS entertain alternative bids?

<DCPS> Please explain what you mean by "alternative bids."

<Offeror> The RFP requires that respondents submit proposals with a fixed fee per meal cost structure with a cost reimbursable component for maintenance. Would the District allow responses using only a cost reimbursable financial structure for all proposed services?

DCPS Response:

No.

Vendor Question 49:

DCPS has committed to providing a written response to the RFP questions from prospective within 48-Hours of the deadline for questions. Given the complexity of the solicitation and the effort required to develop a responsive submission, will DCPS consider extending the deadline for proposal submission to allow a minimum of four weeks for of development time beyond the date that the response to all questions and the aforementioned addendums are posted on the DCPS website?

DCPS Response:

Amendment 2 of the solicitation extends the deadline for submission of proposals from 3/28/2012-4/10/2012 at 3PM.

Vendor Question 50:

B.3.2.2 – "Contractor(s) shall be responsible for the maintenance, repair and replacement of all equipment. A plan for how the Contractor(s) will maintain, repair, or replace equipment at all schools serviced should be included in the proposal." And, B.3.3, B.6 Under a cost reimbursable contract.

Vendor Question 50, Sub Question 1:

Q – To satisfy this requirement including B.12, please provide an equipment list by location with brand(s), model, item #, condition and date purchased amortization, asset tagging, warranties and disposal process and the current year capital equipment budget.

DCPS Response:

The cost of equipment repair, maintenance, and replacement will be borne by the District and therefore should not affect your cost proposal.

Vendor Question 50, Sub Question 2:

Current annual spend for equipment maintenance and repair (including contracts and warranties) and the current equipment preventative maintenance program or process.

DCPS Response:

Year to date expenditures for the primary contractor is \$75,000. The other two contractors have a combined cap of approximately \$125,000 for SY 2011-12.

All equipment contracts are between the current contractors and their subcontractors. DCPS does not have copies of those agreements.

Vendor Question 50, Sub Question 3:

Please clarify whether equipment includes food service information technology (IT) hardware and software? If not, please provide the information in question #7 that follows.

DCPS Response:

DCPS retains responsibility for the maintenance and repair of POS terminals. However, the contractor(s) is responsible for the proper operation of the equipment, timely reporting of equipment failures, and ensuring that data entered into the transactional system, whether through an electronic POS terminal or data entry through the software interface, is accurate.

Vendor Question 51:

C.6.1.3.2 Please describe the current Point of Sales (POS) WebSMARTT and Management Information System(s) (MIS) hardware brand and model as well as the software name, modules and the version of the software.

DCPS Response:

Intuit Quickbase

- *Tracking Technology, Equipment etc. issues*
- *School Information management*
- *Custom data entry and extraction*
- *Communicate with Vendors on issue resolution tracking*

WebSMARTT 3.4 (All Modules)

- *Application & Verification*
- *EZ-Meal App*
- *ABT Teleform Application Scanning*
- *E-Form Web Base application processing*
- *Ordering & Inventory*
- *Menu Planning & Production*
- *Front Of House (POS & Reporting)*

Servers (Dell)

- *2 Web Servers (VM Machines)*
 - *O.S. – Windows Server 2008 x64*
 - *RAM – 4 Gigs*
 - *H.D. – C: (50 gigs), E: (100 gigs)*
 - *IIS 7*
- *1 Load Balancer*
 - *Balances load between the 2 web servers for optimal performance*
- *SQL Server (Cluster)*
 - *O.S. – Windows Server 2008 x64*
 - *SQL Server 2008 R2 x64*
 - *RAM – 65 Gigs*
 - *H.D. – Multiple HDs at 1 Terabyte each in RAID configurations*
 - *Fail over cluster for redundancy*
- *1 SQL Server Reporting Services Server*
 - *Houses and runs custom reports built for SSRS*
- *1 SQL Server Integrated Services Server*
 - *Houses and runs custom SSIS packages*
- *1 SQL Server Analysis Services Server*
 - *Used to run Analysis on trends and data mining*

School Workstations

- *Dell Optiplex 790*
 - *O.S. – Windows 7 Professional x64*
 - *RAM – 4 Gigs*
 - *H.D. – 230 Gigs*
 - *Office 2010*
 - *SQL Express 2005*

Other Hardware (At Schools)

- *Pioneer POS (SL-Tech)*
 - *Touchscreen*
 - *All-in-one POS Unit*
- *WebDT POS (SL-Tech)*
 - *Touchscreen*
 - *All-in-one POS Unit*
- *Input Devices (SL-Tech)*
 - *PP3081 Pin Pad*
 - *Student # Entry*
 - *ID Scanner*

- *PP3091 Pin Pad*
 - *Student # Entry*
 - *ID Scanner*
 - *Heron Scanner*
 - *Barcode Reader for Student ID cards*
- *MyPal Cashless Kiosks (SL-Tech)*
 - *Olea Kiosk for collecting prepayments*
 - *Touchscreen with custom GUI for ID entry*
 - *Barcode Scanner for Student ID cards*
 - *Bill Acceptor*
 - *Coin Acceptor*
 - *Receipt Printer*
- *Reimbursable Vending (SL-Tech)*
 - *USI Alpine 5501 Vending Machines*
 - *Custom interface between vending machine and school database PC (SL-Tech)*
 - *Allows for reimbursable meals to be vended by an automated system*

Vendor Question 51, Sub Question 1:

Who is responsible for the cost of hardware maintenance and software updates?

DCPS Response:

DCPS is responsible for these costs.

Vendor Question 51, Sub Question 2:

Does DCPS or OFNS have IT resources on staff with the capability and responsibility for food service technology maintenance? If so please describe the resources and capability that will also be available to the FSMC in this contract in detail.

DCPS Response:

Yes, DCPS Food Services has an IT team solely dedicated to the implementation, maintenance, and troubleshooting of all OFNS hardware and software systems, including a project manager who is responsible for developing and deploying IT projects, managing field technicians, administering the database, providing custom web and report development, and acting as a liaison between NOC, Server Ops, and App Development and two (2) field technicians who troubleshoot and resolve network, software, and hardware issues, maintain all software and hardware, and deploy equipment. The project manager and technicians will also provide OFNS technology system training for contractor(s) employees. For technology issues, DCPS has created a web-based ticket system which the contractor(s) will be expected to use to make requests or report problems.

Vendor Question 51, Sub Question 3:

C.6.1.3.6 If OFNS contracts IT maintenance such services please provide a copy of the current contract. What is the repair time requirement or down-time standard limit?

DCPS Response:

Those interested in obtaining copies of the current OFNS IT contracts may submit Freedom of Information Act (FOIA) requests to DCPS's General Counsel. The average closing time for issues once they have been reported in OFNS's web-based ticket system is one (1) business day, and high priority issues are, on average, resolved within a few hours.

Vendor Question 51, Sub Question 4:

C.6.2.5 specifically what does "help maintain all DCPS POS' equipment..." entail?

DCPS Response:

The contractor(s) is responsible for the proper operation of the equipment and timely reporting of equipment failures.

Vendor Question 51, Sub Question 5:

C.6.2.6 what are the technical and labor requirements for "implement" as described in this section?

DCPS Response:

DCPS requires contractors to utilize the hardware and software adopted by DCPS. Specifically, the contractor(s) will utilize the Intuit and WebSMARTT system applications.

Vendor Question 51, Sub Question 6:

Please provide the cost trend information for the current year and last year.

DCPS Response:

The cost of technology is the responsibility of the District. Pursuant to §C.6.2.6 "Contractor(s) shall agree to implement and utilize all software applications as adopted by DCPS. All software licenses and databases are the exclusive property of DCPS."

Vendor Question 52:

C.6.1.2.7 Please provide a copy of production records for all schools for month of October 2011 to support analysis of menu acceptance factors, product preparation and waste.

DCPS Response:

DCPS currently contracts with three providers. Each provider develops its own menus and production records based on DCPS requirements and in compliance with current Federal and

State standards. We are unable to provide copies of all production records and menus from all providers. Furthermore, it is anticipated that menus will change under new Federal regulations.

Vendor Question 53:

Section C.6.4.18 of the Solicitation requires Contractor to facilitate DCPS-branded meal stations at all schools with station capabilities.

Vendor Question 53, Sub Question 1:

Please describe these stations in detail including the number, decision criteria, cost, placement and specifications of these stations.

DCPS Response:

DCPS branded meal stations are expected to be piloted at four (4) high schools. Each school will have 4-5 stations that focus on popular and healthy meal options. The current concept prospects and specifications are as follows:

- *Hot Meal of the Day – Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- *Deli Bar –Spec to include big top salad/sandwich refrigerators, full service sneeze guard with overshef, and hanging decorative lights. Size of equipment and number of light fixtures to be determined by space available. Substitution of drop-in self-contained refrigerated cold pans is available in place of the salad/sandwich refrigerator. A drop-in self-contained refrigerated cold pan may also be included for side items. Adequate space to prepare/cut food items.*
- *Baked/Rotisserie Chicken of the Day- Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- *Build your Own Burrito/Taco Station - Spec to include full service sneeze guard with over shelf and drop-in heated food wells. A drop-in self-contained refrigerated cold pan should also be included for side items. Adequate space to prepare/cut food items.*
- *Reimbursable Salad Bar Station – Full size salad bar separate from the serving line with an independent point of sale station.*

Vendor Question 53, Sub Question 2:

Who will be responsible for the cost of development, design, installation, maintenance of the branded stations?

DCPS Response:

DCPS will be responsible for the cost of development and design and the installation of the braded stations. The offeror(s) will be responsible for the maintenance of the station equipment.

Vendor Question 53, Sub Question 3:

Please indicate the schools that have, “station capabilities”.

DCPS Response:

Currently Eastern High School, Woodson High School, Ellington School for the Arts, and Wilson High School have station capabilities.

DCPS expects the following schools to have station capabilities following modernization:

- *Anacostia High School (SY2012-13)*
- *Ballou High School (SY2014-15)*
- *Cardozo High School (SY2013-14)*
- *Dunbar High School, (SY2013-14)*

Vendor Question 53:

Please provide copies of the current food service agreements with Chartwells –Thompson (COMPASS USA); as well as all contracts used by the FSMC and DCPS in the food program (i.e. armored car pick-up, hood cleaning). Please also include any contracts with Charter Schools, Recreation Departments and other agencies external to DCPS.

DCPS Response:

Those interested in obtaining copies of the current OFNS contracts may submit Freedom of Information Act (FOIA) requests to DCPS's General Counsel.

Vendor Question 54:

C.1.1.2 Program Eligibility: Please describe the DCPS Applications (FARM) process and list schools that are excluded. Confirm that the 5% collection improvement target is a DCPS goal and not a Contractor performance metric based on C.2.15 “...In accordance with USDA regulations, the Contractor shall not be responsible for the free and reduced meal application process.”

DCPS Response:

Offerors are expected to encourage students to complete free and reduced applications (FARM) at their awarded sites and to assist in FARM promotion efforts initiated by DCPS Food Service whenever possible. It is expected that application submission rates will increase by 5% or more as a result of the offeror's promotion efforts.

DCPS Food Services is ultimately responsible for the collection and processing of applications. The 5% improvement target is therefore a DCPS goal for which collaboration with the Offeror(s) is needed.

The DCPS procedure for determining meal eligibility is an attachment to Amendment 4, noted as J.20. The schools currently certified as Provision 2 are listed in Attachment J.13.

Vendor Question 55:

C.2.18 Will DCPS permit bidders to propose additions or alternatives to DCPS' current POS system WebSMARTT in order to ensure compliance with the NSLP, SBP and CACFP accountability and further enhance the main objectives of the Solicitation?

DCPS Response:

No. Offeror(s) will be free to recommend enhancements to existing systems, but ownership, and all decisions regarding technology solutions are solely the District's responsibility.

Vendor Question 56:

Page 10 – C.2.2.0 – “At its discretion, during the course of this agreement DCPS shall certify schools under Provision 2 and/or community eligibility and/or return certified schools to standard operating procedure.”

Vendor Question 56, Sub Question 1:

What schools are currently provision 2 or community eligibility and what changes are planned in the next 5 years?

DCPS Response:

The schools currently certified as Provision 2 are listed in Attachment J.13. DC is not currently eligible to apply for community eligibility.

DCPS has not determined its five year plan for NSLP school certification. However, once community eligibility is an option for DC (at latest 2014-15), DCPS intends to certify whichever schools evince a community eligibility free reimbursement rate greater than the Provision 2 base year free rate or the free rate determined through application collection.

Vendor Question 57:

C.2.24 Please describe the cleaning schedule, pest control process and the custodial staffing hours allocation by school site.

DCPS Response:

All schools receive a yearly deep cleaning and pest control treatment prior to school opening. Following school opening, a school's administration determines the cleaning schedule and the frequency of pest control visits (made on request).

Custodial staffing information is determined through FTE allocation during the yearly budget formulation process. FY11 budgets are available by school on the DCPS website, <http://dcps.dc.gov/DCPS/About+DCPS/Budget+and+Finance/Fiscal+Year+2011+School+Budgets>

Vendor Question 58:

C.2.25 Please provide a OFNS organization table with reporting relationships. Include position descriptions, number of positions, program(s), and assignment and days/months worked annually, salary and benefit costs to allow the contractor to understand current overall program costs as a basis for recommendations.

DCPS Response:

The structure and cost of the OFNS organization is the responsibility of the District. Offeror financial plans are related to program operations only.

Vendor Question 59:

A list of projected school closures or conversion to charters for the next three school years beginning 2013, 2014 and 2015.

DCPS Response:

This information is unavailable at this time. The sites listed in Attachment J.13 are current for school year 2012-13. Any grade level configuration changes from 2011-12 to 2012-13 have been noted in the "Notes/Other" column.

Vendor Question 60:

Average Daily Attendance by site for all sponsored child nutrition programs for the current school year through February 2012.

DCPS Response:

DCPS expects to maintain its current average daily attendance rates into school year 2012-13. The rates are as follows:

Elementary Schools	96.00%
Education Campuses	96.00%
Middle Schools	92.00%
High Schools	81.00%

Vendor Question 61:

Page 13, DCPS has defined "Operating Days: Those days of the week, Monday-Friday (specific schools also open on Saturday for academic programming), August-June, when DCPS is scheduled to be in session."

Please provide the number of “ Meal Service Days” defined as the number of operating days where meals were served for the program types named in the solicitation (NSLP, SBP, CACFP, Early Childhood Meals , At-Risk After School Supper and SFSP) for the following years:

Vendor Question 61, Sub Question 1:

2010-2011

DCPS Response:

182 operating days (August 23, 2010-June 20, 2011)

Vendor Question 61, Sub Question 2:

2011-2012 YTD through February

DCPS Response:

117 operating days (August 22, 2011-February 29, 2012)

Vendor Question 61, Sub Question 2:

Projected for 2012-2013

DCPS Response:

181 operating days (August 27, 2012-June 20, 2013)

Vendor Question 62:

Please provide a copy of the current school year calendar 2011-2012.

DCPS Response:

The DCPS school year calendar for 2011-12 is an attachment to Amendment 4, noted as J.21.

Vendor Question 63:

C.6 .REQUIREMENTS -to enable respondents to calibrate projections from baseline data please clarify whether the Office of Food and Nutritional Services Nutritional Standards J.12 revised 2/15/12 are being followed currently? If not which requirements are and which are not in place?

DCPS Response:

The 2/15/12 revision codified certain current practices that are not required under the current contract. Provisions of the revision will be requirements under a new contract(s). Specifically, the limitation on the frequency that pizza may be served and the additional frequency of fish are new requirements.

Vendor Question 64:

In Exhibit J13, please indicate Production Kitchens and indicate the sites that are served by each Production Kitchen.

DCPS Response:

This change has been made to attachment J.13 under Amendment 3.

Vendor Question 65:

C.6.2.2.3 "Contractor shall be provided access to all prior year and current year data need to fulfill DCPS' reporting requirement." Please provide the following information for preparation of a financial proposal:

Vendor Question 65, Sub Question 1:

A la carte sales report by school, salad bar, and adult meal sales report by school.

DCPS Response:

These reports are an attachment to Amendment 4, noted as J.22.

Vendor Question 65, Sub Question 2:

Number of Free and Reduced applications by school on file by school for the current school year.

DCPS Response:

This information is an attachment to Amendment 4, noted as J.23.

Vendor Question 65, Sub Question 3:

Copy of current year Child Nutrition Application (CNAP) filed with the State Agency for all sponsored programs including last year 's Summer Food Service Program (SFSP) application.

DCPS Response:

Both applications are an attachment to Amendment 4, noted as J.24.

Vendor Question 65, Sub Question 3:

Copies of the monthly reimbursement claims:

- YTD for current school year for all sponsored programs by school or location.
- SY 2009, 2010 and 2011 for all sponsored programs by school and locations.

DCPS Response:

DCPS claims are an attachment to Amendment 4, noted as J.25.

Vendor Question 65, Sub Question 4:

Copy of current year meal periods for all schools to include at Risk Supper program meal service periods by site.

DCPS Response:

Meal periods are an attachment to Amendment 4, noted as J.26.

Vendor Question 65, Sub Question 5:

Copy of the Comprehensive Annual Financial Audit (CAFR) or audited P&L with Food Service Fund/Account level detail for the year ending June 30th 2011, 2010 and 2009.

DCPS Response:

Annual financial audits are an attachment to Amendment 4, noted as J.27 and J.28.

Vendor Question 65, Sub Question 6:

Page 38 C.6.11.10 Vending- Provide copy of vending sales report for reimbursable and non-reimbursable meal service for last two years. Provide an inventory of vending machines by type and location.

DCPS Response:

Vending data is an attachment to Amendment 4, noted as J.29. The configuration and number of machines is subject to change every year.

Vendor Question 65, Sub Question 7:

Please indicate ownership (DCPS or Vendor)

DCPS Response:

All beverage and snack vending machines are vendor owned. All reimbursable vending machines are DCPS owned.

Vendor Question 66:

C.6.12 Special Events – provide sites, events, data and P&Ls for all events for the last two years 2010, 2011, 2012 YTD and projected for 2012-2013.

DCPS Response:

EVENT	DATE	Overall Breakfast Part.	Overall Lunch Part.
<i>Strawberries & Salad Greens Day</i>	<i>6/3/2010</i>	<i>NA-Lunch only event</i>	<i>60.80%</i>
<i>Strawberries & Salad Greens Day</i>	<i>5/25/2011</i>	<i>NA-Lunch only</i>	<i>63.49%</i>

		<i>event</i>	
<i>Nordic Food Day</i>	<i>10/26/2011</i>	<i>48.10%</i>	<i>68.10%</i>
<i>Indonesian Food Day</i>	<i>1/25/2012</i>	<i>48.00%</i>	<i>67.00%</i>
<i>Panamanian Food Day</i>	<i>4/19/2012</i>	<i>N/A</i>	<i>N/A</i>
<i>Strawberries & Salad Greens Day</i>	<i>6/6/12 or 5/30/12</i>	<i>N/A</i>	<i>N/A</i>
<i>International Food Day 1</i>	<i>10/17/2012</i>	<i>N/A</i>	<i>N/A</i>
<i>International Food Day 2</i>	<i>2/13/2013</i>	<i>N/A</i>	<i>N/A</i>
<i>International Food Day 3</i>	<i>4/17/2013</i>	<i>N/A</i>	<i>N/A</i>
<i>Strawberries & Salad Greens Day</i>	<i>6/5/2013</i>	<i>N/A</i>	<i>N/A</i>

Profit and loss information is not available for special event days.

Vendor Question 67:

Provide copies of two most recent Coordinated Review Effort (CRE) review(s) including the DCPS corrective action plans.

DCPS Response:

The findings from the two most recent CRE reviews, June 1, 2009 and July 18, 2003 are an attachment to Amendment 4, noted as J.30. The DCPS corrective action plans are not available.

Vendor Question 68:

Copies of any SA issued letters of fiscal action associated with a CRE.

DCPS Response:

Any SA issued letters of fiscal action associated with the two most recent CRE reviews are an attachment to Amendment 4, noted as J.30.

Vendor Question 69:

Please provide a copy of the most recent School Meal Initiative (SMI) review completed by the State Agency.

DCPS Response:

The most recent SMI review was conducted in 2009. The report is unavailable.

Vendor Question 70:

Copies the on-site reviews completed by OFNS for all NSLP and CACFP sites for the current school year.

DCPS Response:

The on-site reviews are available for viewing at the OFNS offices, however DCPS does not believe the reviews have bearing on your technical or price proposal. Please call to schedule an appointment by April 1 if you wish to review them.

Vendor Question 71:

Page 19 – C.6.1.3.1 – “Offer versus Served (OVS) will apply for grades 6-12 only. DCPS shall inform the Contractor(s) prior to modifying its service type.”

Q – To clarify does this mean all K-5 is served a five component meal?

DCPS Response:

Offer versus Served is not allowed in K-5 schools.

Vendor Question 72:

C.6.7.4 21-Please provide 21-Day Cycle Menus for the following meal types and indicate the desired meal pattern.”

- Lunch all grades
- Breakfast all grades including BIC and grab and go and Kiosk Meals
- After School Snacks
- Dinner Meals
- Early Childhood Family Style Breakfast & Lunch
- Summer menus
- Any other meal types included in the RFP
- Ala carte menus with item serving sizes and pricing

DCPS Response:

7 CFR 210.16 (b)(1) states, “(1) The invitation to bid or request for proposal contains a 21-day cycle menu developed in accordance with the provisions of § 210.10, to be used as a standard for the purpose of basing bids or estimating average cost per meal. A school food authority with no capability to prepare a cycle menu may, with State agency approval, require that each food service management company include a 21-day cycle menu, developed in accordance with the provisions of § 210.10, with its bid or proposal.” Therefore, DCPS requires offerors to submit a 21 day cycle menu as part of its proposal.

Vendor Question 73:

Page 21 C.6.1.5.1 Please provide the current year cost of the DC Basis Business License (BBL) for each school by site for all schools.

DCPS Response:

The cost of a business license varies with the seating capacity of the cafeteria listed on the certificate of occupancy; however there is a \$70 application fee and a \$25 endorsement fee for every license procured. More information about licensing fees can be found at the DC Department of Consumer and Regulatory Affairs website at <http://dcra.dc.gov/DC/DCRA/For+Business/Apply+for+a+Business+License/Retail+Food+License+Information/Get+a+Restaurant+License> .

Vendor Question 74:

Provide copies of the last SY 2011 bi-annual District of Columbia Health Department Inspections each kitchen. Is there a cost for Health Inspections? If so, what is the cost and will DCPS or the Contractor defray this cost?

DCPS Response:

Recent health inspection reports can be found through the DC Department of Health inspection search engine, http://washington.dc.gov/webadmin/dhd_431/web/?a=Inspections. There is no cost associated with DC Department of Health inspections.

Vendor Question 75:

Page 22 C.6.1.6.4 Please confirm what we were told during the Pre-Proposal Conference that DCPS will not impose fines.

DCPS Response:

DCPS will collect liquidated damages for violations of the terms of the contract(s) as enumerated in the list found at §6.1.6.4 of the RFP.

Vendor Question 76:

C.6.14.7 Provide the cost for DCPS employee screening if any as well as the guidelines and the number of for previously screened employees who will have a waiver.

DCPS Response:

Contractor(s) must support the cost of their employees undergoing DCPS employee screenings, the cost of which is \$25.00 per applicant. DCPS employee screenings are valid for two years. Any applicants, including former DCPS vendor employees, must be re-screened if the results of their last screening are two or more years old.

Vendor Question 77:

C.6.2.2 and C.6.2.8 appear to conflict with DCPS responsibility for POS operations and maintenance and the manual process described in C.6.2.4 Please reconcile.

DCPS Response:

DCPS retains responsibility for the maintenance and repair of POS terminals. However, the contractor(s) is responsible for the proper operation of the equipment, timely reporting of equipment failures, and ensuring that data entered into the transactional system, whether through an electronic POS terminal, or data entry through the software interface is accurate.

Vendor Question 78:

Page 33 – C.6.11.2.1 – “DCPS shall provide Contractor(s) with portable kiosks to facilitate the program in schools where breakfast is served outside of the cafeterias.”

Q – Please provide the location of each kiosk and diagram/layout of the structure and Equipment, i.e. warmers included.

DCPS Response:

The equipment spec for the Cambro Camcruiser is an attachment to Amendment 4, noted as J.31. The determination of a breakfast service model is made annually by a school principal. Therefore, we are unable to provide specifics.

Vendor Question 79:

Page 40 – C.6.14.4 – “specialized equipment shall require equipment specific FSW certification.”

Q – Please provide a list of equipment that need this specific certification and if training is currently available.

DCPS Response:

This language will be modified via an amendment to the RFP. DCPS will require staff facilitating special food service programs such as salad bars attend a DCPS-led training.

Vendor Question 80:

C.6.5.1 Regarding Serving ware, Small Ware, and Disposables : Please provide by school site

Vendor Question 80, Sub Question 1:

A listing of schools and sites with dishwashers in service

DCPS Response:

- *Woodson High School*
- *Stoddert Elementary School*
- *Eastern High School*
- *Janney Elementary School*
- *Langley Education Campus*

- *Hardy Middle School*
- *Takoma Education Campus*
- *Wilson High School*
- *Capitol Hill Montessori @ Logan*
- *Ron Brown Middle School (Dishwasher currently out of service. DCPS anticipates it will be operational for school year 2012-13)*

Vendor Question 80, Sub Question 2:

Inventory of Plates and Trays, Portion Cups, Cutlery/Flatware for service not requiring the use of disposables...

DCPS Response:

The only non-disposable in use for the FSP is the compartment tray, utilized in dishwasher-equipped schools and the non-disposables which support the Montessori meal program at Capitol Hill Montessori @ Logan.

Inventories of these items are unavailable, but product descriptions, brand information, and pack counts have been listed in an attachment to Amendment 4, noted as J.32.

Vendor Question 80, Sub Question 3:

C.6.5.2 Inventory including items and quantities of disposables products in use by site for the FSP. Page 14 Small Ware.

DCPS Response:

Inventories of these items are unavailable, but product descriptions, brand information, and pack counts have been listed in an attachment to Amendment 4, noted as J.32.

Vendor Question 81:

C.6.6.4 On the site visits on March 8th we observed sporks being used for service at Randle Highlands Education Campus. If waste/cost reduction the goal of this specification this change will increase the costs of disposable items in excess of any savings to be achieved by eliminating straws as a standard. Please confirm that sporks are acceptable for use as appropriate.

DCPS Response:

§ C.6.5.4. of the RFP notes that "no sporks shall be utilized in schools..." This requirement is binding.

Vendor Question 82:

C.6.16.2 INVOICING Please clarify what documentation that the FSMC will need to submit with each monthly invoice in accordance with the contract type.

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DCPS Response:

The contractor(s) must provide sufficient information with back up documentation for the accurate submission of reimbursement claims. DCPS has provided a sample invoice in Amendment 4, noted as J.19.

Vendor Question 83:

C.6.9 USDA DONATED FOOD Please provide all the commodity orders and requests (WEBSCM selections) that DCPS has placed for the 2011-2012 and 2012-2013 school year. Please provide current commodity inventory items on hand.

DCPS Response:

Donated food information is an attachment to Amendment 4, noted as J.33.

Vendor Question 84:

What was the amount of Commodity Entitlement Credit for current school year and last school year?

DCPS Response:

The amount of commodity entitlement credit for SY10-11 was \$1,243,290.95. The amount of commodity entitlement credit for SY11-12 was \$1,252,244.18.

Vendor Question 85:

What was the credit amount of bonus commodities for School Year 2010-2011?

DCPS Response:

The credit amount of bonus commodities for SY10-11 was \$2,325.

Vendor Question 86:

Please provide a copy of the PAL report for 2010-11.

DCPS Response:

This information is an attachment to Amendment 4, noted as J.37.

Vendor Question 87:

Can you provide us with the approved Free and approved Reduced applications by building?

DCPS Response:

This information is an attachment to Amendment 4, noted as J.23.

Vendor Question 88:

How many serving days for:

- Breakfast:
- Lunch:
- Supper:
- Snack:
- Summer Program:

DCPS Response:

On average, the number of serving days for breakfast, lunch, supper, and snack is 183. On average, the number of serving days for the summer program is 25.

Vendor Question 89:

Can you provide the school check list in excel format which is unprotected so data can be sorted?

DCPS Response:

Amendment 3 will include the revised attachment J.13. The file will be protected, but it will allow sorting and filtering.

Vendor Question 90:

Is the website accurate stating that reduced students eat for free?

DCPS Response:

Yes, reduced students are not charged for school lunch.

Vendor Question 91:

Can you provide a copy of the CBA for hourly staff?

DCPS Response:

Since the current site staff are not employed by DCPS, DCPS cannot provide this information.

Pursuant to §C.6.14.1 of the RFP, "Contractor(s) are not obligated to honor any existing collective bargaining agreements toward the fulfillment of this agreement."

Vendor Question 92:

Can you provide a year-end operating statement for the last 3 years?

DCPS Response:

Year end operating statements are an attachment to Amendment 4, noted as J.35

Vendor Question 91:

Can you provide the Enterprise Fund audit last 3 years?

DCPS Response:

Annual financial audits are an attachment to Amendment 4, noted as J.27 and J.28.

Vendor Question 92:

Can you provide a current staffing plan showing building, position, hours per day, hourly rate, and medical coverage (single, family, employee + one)?

DCPS Response:

Current staffing plans and compensation are proprietary to the current contractors.

Vendor Question 93:

The \$1.95 fee per transaction applies to online payments only correct? Is there a fee charges if students utilize the MyPAL Kiosk?

DCPS Response:

Yes, the \$1.95 transaction fee applies only to MyLunchMoney.com transactions. There is no transaction fee for using the MyPal kiosks.

Vendor Question 94:

Please provide an inventory of kitchen equipment by building?

DCPS Response:

The cost of equipment repair, maintenance, and replacement will be borne by the District and therefore should not affect your cost proposal.

Vendor Question 95:

What equipment is in need of replacement by building?

DCPS Response:

The cost of equipment repair, maintenance, and replacement will be borne by the District and therefore should not affect your cost proposal.

Vendor Question 96:

Has the current contractor made any capital investment? What amount is remaining on the amortization schedule? Are bidders to account for this remaining amount in projected financials?

DCPS Response:

Contract GAGA-2008-R-0064 included a capital investment commitment of \$4,300,000, and the amortization is being paid on a 5 year straight-line depreciation basis. At the end of this contract year, there will be \$860,000 in unamortized funds remaining.

Offeror(s) shall not assume any unamortized funds or debts from previous vendors.

Vendor Question 97:

Are there any building closures expected for next year? Which ones?

DCPS Response:

River Terrace Elementary School is projected to close at the end of school year 2011-12. This school has not been listed as a site for the RFP on attachment J.13.

Vendor Question 98:

What is the expected percent increase or decrease in enrollment for next year? Is this reflected in the information provided?

DCPS Response:

DCPS does not anticipate enrollment to change by more than 1.5 percent in SY12-13. The enrollment figure provided in the revised attachment J.13, part of Amendment 3, is current as of March 5, 2012.

Vendor Question 99:

Does the district utilize pre-packaged meals in any building? Which company provides?

DCPS Response:

The District does not utilize pre-packaged meals in any site.

Vendor Question 100:

Are there any existing contracts in the districts food service operation which need to be honored?

DCPS Response:

No, DCPS Food Service does not have any existing contracts which would need to be honored by the offeror(s) awarded through this solicitation.

Vendor Question 101:

What is the projected inventory balance for food, for commodities and for other supplies?

DCPS Response:

Donated food information is an attachment to Amendment 4, noted as J.33. At this time, DCPS does not have non-commodity inventory information.

Vendor Question 102:

What commodities have been ordered for next year?

DCPS Response:

DCPS has only started placing USDA Foods requests for SY 2012-13 as required by the SA. However, USDA has indicated great flexibility for the coming year in changing requests to reflect districts' needs in meeting the new menu planning guidelines.

DCPS will work cooperatively with successful offerors in planning next year's donated food requirements.

Vendor Question 103:

What amount of money has been spent on repairs in the kitchen over the last year?

DCPS Response:

Based on the cost reimbursement to the current contractors, DCPS estimates approximately \$1.2 million in equipment expense for the SY 2010-11.

Vendor Question 104:

Office space, where and capacity?

DCPS Response:

Office space is available at 3535 V Street NE. There is a rental fee for the space. The office has limited storage (not certified for food), a cafeteria and kitchenette, an executive conference room, nine (9) offices, and six (6) cubicles with double capacity.

Vendor Question 105:

What is the balance of unpaid meals?

DCPS Response:

As of March 14, 2012, the current balance of unpaid meals is \$76,986.80.

Vendor Question 106:

Will we see reimbursable vending machines on tour?

DCPS Response:

No reimbursable vending machines were available at the sites selected for the facilities walk through.

Vendor Question 107:

Can you define per occurrence on page 22?

DCPS Response:

When OFNS is made aware of an event at a school, it will investigate and document it. If it is determined that a violation of a contract requirement has occurred, as enumerated in section

C.6.1..6.4 of the solicitation, damages will be assessed. The schedule of damages corresponds to either the effort needed to document the violation, the impact of the violation on students and staff, and/or the impact on the school and school schedule. The determination of damages to be assessed will be consistent with this approach.

Vendor Question 108:

How will the additional \$.15 reimbursement in C.6.12 apply to the fixed price number?

DCPS Response:

The HSA reimbursement is revenue and will not apply to the fixed-unit-price rates offered. However, offeror(s) are expected to incorporate HSA into their menus to maximize the reimbursement to the District. DCPS will work cooperatively with offeror(s) to implement menu changes to achieve this.

Vendor Question 109:

Are there any other requirements other than those outlined in the RFP that we need to be made aware of?

DCPS Response:

The RFP, as finally amended, will be the basis for the contract(s). Only requirements stated in the RFP will apply to evaluation and compliance monitoring. Any additional requirements will be subject to negotiations between DCPS and the contractor(s). However, offerors should closely review the RFP to identify sections that reflect uncertainty and estimates that are subject to change and are anticipated.

Vendor Question 110:

What is the annual amount of vending revenue? Can you provide a list of type of machine and location?

DCPS Response:

Vending data is an attachment to Amendment 4, noted as J.29; however the exact schools and number of machines per school may differ next year. The total gross for these machines so far this school year (August, September, October, November, December, and January) is \$95,078.85.

Vendor Question 111:

Can you provide A la Carte sales figures for last year by building? What is the current A la Carte sales year to date by building and how many serving days does this figure account for?

DCPS Response:

A la carte sales for school year 2010-11 are an attachment to Amendment 4, noted as J.34. The revised attachment J.13 accounts for the meal equivalents of projected a la carte sales for 2011-12, by extrapolating sales to date (123 operating days) to the full year (183 operating days).

Vendor Question 112:

How many trucks operate in the district as part of the food service operation? Are they owned by the district or current contractor?

DCPS Response:

DCPS does not own or operate any trucks serving the foodservice program. All vehicles used for the school meal programs are owned by and are the responsibility of the contractor.

Vendor Question 113:

Can you provide us with the number of workman's comp claims for the last Fiscal Year and for Year to Date this fiscal year?

DCPS Response:

The current contractors are responsible for administering HR for their employees. DCPS does not have this information.

Vendor Question 114:

Can you please provide 3 months' worth (September, October, and January) of meal claim data by building? Breakfast, Lunch, Supper, Snack.

DCPS Response:

DCPS claims are an attachment to Amendment 4, noted as J.25.

Vendor Question 115:

Are there any other requirements other than those outlined in the RFP that we need to be aware of?

DCPS Response:

The RFP, as finally amended, will be the basis for the contract(s). Only requirements stated in the RFP will apply to evaluation and compliance monitoring. Any additional requirements will be subject to negotiations between DCPS and the contractor(s). However, offerors should closely review the RFP to identify sections that reflect uncertainty and estimates that are subject to change and are anticipated.

Vendor Question 116:

What is the meal equivalent factor you would like all companies to utilize in the response?

DCPS Response:

USDA guidance has established that the meal equivalency factor should not be less than the sum of all revenue received for serving a free meal including Federal and state meal reimbursements and the per meal entitlement for USDA Foods. For SY 2012-13, this value for DCPS will be \$3.165. Therefore, payment to the contractor will be the fixed-unit-price for school lunch times the total revenue from non-meal sales divided by the meal equivalency factor.

Simplified Example:

Total cash sales		\$3165.00
Meal Equivalency Factor	\$	3.165
Total meal equivalents		1000
Fixed-unit-price	\$	2.95
Payment to contractor	\$	2950.00

Vendor Question 117:

When will the Contractors be informed if they are granted an extension to the contract for the next school year?

DCPS Response:

At this time, DCPS anticipates awarding new contracts for SY 2012-13. However, if this should change, the District will follow its established policy for notification.

Vendor Question 118:

1.1 – What does it mean when says ‘Contractor(s) shall present a plan that demonstrates it can bring food service expenses in line with projected revenues?’

DCPS Response:

A goal of this procurement is to reduce or eliminate food service program costs to DCPS. Offeror(s) are asked to describe the changes it would make or recommend to DCPS, either through reducing DCPS costs and charges or increasing revenue that would align costs and revenues. While is not required that the plan make the program fully self-supporting by the end of the contract if all four option years are executed, responses will be evaluated as to how realistic and achievable the plan is, and how close to breakeven it is.

Vendor Question 119:

3.2 – Are there guarantees as to meal services and production? Are Contractors only going to be paid for meals entered in the POS machines?

DCPS Response:

Only meals or a la carte meal equivalents accounted for in the point of sale software are eligible for reimbursement.

Vendor Question 120:

3.2.2 – Can DCPS elaborate on the equipment assessments? Will there be a list of equipment already in schools? Can Contractors get a list on POS machines in each school?

A list of point of sale client machines is an attachment to Amendment 4, noted as J.36. Each school also has a point of sale manager computer.

DCPS Response:

The cost of equipment repair, maintenance, and replacement will be borne by the District and therefore should not affect your cost proposal.

Vendor Question 121:

5.1 – With the current POS system, how can Contractors bill separately for the first five meal program listed?

DCPS Response:

DCPS will modify its point of sale user interface prior to the initiation of this contract to allow offerors to account separately for each of the contract line items.

Vendor Question 122:

1.1.2 – Only LEA's can legally collect Free and Reduced Applications so how can the Contractor assist in collecting 5% additional applications each year?

DCPS Response:

Offerors are expected to encourage students to complete free and reduced applications (FARM) at their awarded sites and to assist in FARM promotion efforts initiated by DCPS Food Service whenever possible. It is expected that application submission rates will increase by 5% or more as a result of the offeror's promotion efforts.

DCPS Food Services is ultimately responsible for the collection and processing of applications. The 5% improvement target is therefore a DCPS goal for which collaboration with the Offeror(s) is needed.

Vendor Question 123:

1.1.2 – How can the Contractor provide accurate Profit & Loss statements for DCPS when Contractors don't have complete access to all federal reimbursement information? Is the P&L DCPS is requesting their own or the P&L of the Contractor?

DCPS Response:

All current reimbursement rates are available online on the USDA website. For purposes of projection, offerors should assume full Healthy Schools Act reimbursement.

DCPS is requesting offerors provide profit and loss statements for each school the offeror is awarded to serve. DCPS is not requesting an internal profit and loss statement from the offeror.

Vendor Question 124:

2.12 – DCPS shall establish selling prices for certain meals, such as adult meals, but it mentions in other sections that price of adult meals is \$3 for breakfast and \$4 for lunch; what if the Contractor's costs for adult meals is higher than the DCPS price?

DCPS Response:

Prices are established by DCPS and impact revenue received by the district. Contractor costs under a fixed-unit-price contract are expenses that should be included in the contractor's calculation of the unit prices offered.

Vendor Question 125:

2.15 – This statement contradicts Section C.1.1.2 where DCPS asks Contractors to help assist in collecting Free & Reduced Applications; it states in Section C.2.15 that DCPS is solely responsible for Free & Reduced Application collection.

DCPS Response:

Offerors are expected to encourage students to complete free and reduced applications (FARM) at their awarded sites and to assist in FARM promotion efforts initiated by DCPS Food Service whenever possible. It is expected that application submission rates will increase by 5% or more as a result of the offeror's promotion efforts.

DCPS Food Services is ultimately responsible for the collection and processing of applications. The 5% improvement target is therefore a DCPS goal for which collaboration with the Offeror(s) is needed.

Vendor Question 126:

2.23 – Define "fines or retention or recovery of reimbursements." Does the HSA fall under that category? What if DCPS signs off on menus that are not compliant and results in a fine? How does repayment work if DCPS also has the right to fine according to the table listed in C.8.4?

DCPS Response:

Under Federal regulations, the State Agency (SA) administering the child nutrition programs is required to reclaim any reimbursements paid to a School Food Authority (SFA), either by retaining funds not yet paid or recovering funds already paid, for meals determined to be incorrectly claimed, either because they were served to ineligible children or they did not meet the program requirements for the meal being served. Additionally, if the SFA has a pattern of non-compliance, the SA may assess a penalty against the program. If such penalties are the fault of the contractor, DCPS will deduct that amount from the contractor's payment.

The table referenced is found at §C.6.1.6.4 of the RFP. These are damages charged to the contractor by DCPS for deficiencies effecting meals and students and are independent of SA actions.

Vendor Question 127:

6.1.1.1 – Do you also mean peanuts? What about high fructose corn syrup or sugar in cereals? The DCPS nutritional standards don't reflect the local wellness policy updated in 2011.

DCPS Response:

The DCPS nutrition standards will be amended to show that peanuts, in addition to tree nuts, will not be allowed in any form.

The DCPS nutrition standards will be amended to conform to the August 2011 revision of the DCPS wellness and will include the following requirements:

- *No school meals will contain high fructose corn syrup; and*
- *All cereals will have 6 grams of sugar or less.*

Vendor Question 128

6.1.1.2 – Who gets the HSA additional reimbursement?

DCPS Response:

All revenue accrues to DCPS. Federal and State reimbursements and cash receipts are revenue.

Vendor Question 129

6.1.1.3 – What will DCPS do if schools do not have access to cold, filtered water? Who will pay for the cost of cups, coolers, etc.?

DCPS Response:

DCPS has undertaken a preliminary study on the availability of cold, filtered water in schools. Where water fountains are not available, DCPS shall provide water coolers or other acceptable water containers and cups to students.

Vendor Question 130

6.1.2.3 – Have the new meal prices been approved by the Chancellor? When does DCPS plan on telling parents? The prices are a 33% and 36% price increase from this past year, respectfully.

DCPS Response:

The Healthy, Hunger-free Kids Act of 2010 requires SFAs to set meal prices so that the total revenue received for paid meal is at parity with the current Federal reimbursement for a meal served to a child eligible for free meals. For SY 2012-13, USDA has established that the benchmark price is \$2.51. School Food Authorities (SFA) charging less than \$2.51 are required to increase meal prices. The law, regulations and guidance allow SFAs to charge less than this amount if the price increase exceeds a Federal maximum increase. However, SFAs may, at their discretion, increase prices more than the Federal maximum requirement.

DCPS has not made a final determination of prices for SY 2012-13. The prices in the RFP are estimates and subject to change. Parents will be notified of new prices when a final decision is made and approved.

Vendor Question 131

6.1.6.1 – What type of compensation is DCPS requiring for meals served through a non-compliant service model under HSA?

DCPS Response:

Offerors awarded school sites under this RFP will be expected to serve meals under the system the District establishes for those schools. DCPS has made the determination of the service model required for each school to meet the HSA. Therefore, unless the contractor changes the service model, a change that would not be authorized by DCPS, there would not be any compensation due.

Vendor Question 132

6.2.2 – How can the contractor maintain POS machines if the RFP says DCPS is responsible for POS machines?

DCPS Response:

The contractor(s) is responsible for the proper operation of the equipment and timely reporting of equipment failures.

Vendor Question 133

6.4.1 – Currently, bathrooms and kitchens are not stocking items such as soap, paper towels and toilet paper, so how will DCPS take care of this moving forward? What if DCPS does not provide these items, can the Contractor add them to the invoice?

DCPS Response:

DCPS janitorial staff are responsible for cleaning and stocking supplies for all school bathrooms, including those available exclusively to food service staff. If janitorial staff are not fulfilling this responsibility, contractor(s) must contact DCPS immediately to have the problem remedied. Contractor(s) will not be able to invoice DCPS for soap, toilet paper, etc. as the only items allowed to be invoiced under the terms of the agreement are contract line item meals or meal equivalents.

Vendor Question 134

6.4.7 – What is the process for approval and payment of equipment purchases?

DCPS Response:

Pursuant to §C.6.4.4 of the RFP, “requests for repairs or equipment purchases shall be submitted to DCPS for approval along with three quotes for services and/or equipment.”

Pursuant to §C.1.1.2 of the RFP, all procurement relating to the FSP shall be conducted “in accordance with applicable Federal and District procurement laws.”

Pursuant to §B.12.4 of the RFP, “The District is not obligated to reimburse the Contractor(s) for cost incurred for the equipment repairs, maintenance and equipment replacement and the Contractor(s) is not obligated to continue performance under this contract until the Contracting Officer provides written notification to the Contractor(s) that the estimated costs have been approved.”

Vendor Question 135

6.4.17 – Is this fee only if the Contractor uses a facility without the permission of DCPS?

DCPS Response:

DCPS’s facilities and equipment are intended for the sole use of the District as part of the education and support activities of the schools, students and community. Other uses are not permitted without the express permission of DCPS. Any entity that wishes to use DCPS facilities and equipment who has received approval for an activity outside the scope of services may be charged a fee. Use of DCPS facilities and equipment without permission is addressed outside of this contract.

Vendor Question 136

6.6.6 – What determines shelf stable meals? Who will be paying for them? Do they need to be considered reimbursable?” What is the approval process?

DCPS Response:

§C.6.6.6 shall be amended. Contractor(s) shall provide a plan to utilize kitchen(s) to provide meals in case of emergency prior to the start of services. All emergency meals shall be compliant with DCPS nutrition standards.

Vendor Question 137

6.8.1.5 – What does it mean when said ‘Contractors shall be reimbursed for a la carte items using meal equivalency?’

DCPS Response:

Under a fixed-unit-price contract, a method must be established to calculate the number of meals for which the contractor will be paid for non-meal sales. DCPS has determined that the method used for this contract is to be calculated by dividing the value of these sales by a meal equivalency factor. USDA guidance has established that the meal equivalency factor should not be less than the sum of all revenue received for serving a free meal including Federal and state meal reimbursements and the per meal entitlement for USDA Foods. For SY 2012-13, this value for DCPS will be \$3.165. Therefore, payment to the contractor will be the fixed-unit-price rate for school lunch times the total revenue from non-meal sales divided by the meal equivalency factor.

Simplified Example:

<i>Total cash sales</i>	<i>\$3165.00</i>
<i>Meal Equivalency Factor</i>	<i>\$ 3.165</i>
<i>Total meal equivalents</i>	<i>1000</i>
<i>Fixed-unit-price</i>	<i>\$ 2.95</i>
<i>Payment to contractor</i>	<i>\$ 2950.00</i>

Vendor Question 138

6.9.11 – What is the value of donated foods? Market value? USDA value? The \$.11 per meal used by USDA to determine commodities for each district?

DCPS Response:

The value of donated foods is the Fair Market Value published each year by USDA in the Commodity File Report on November 15. The report may found at:

<http://www.fns.usda.gov/fdd/pcims/commodityfiles.htm>

The Planned Assistance Level (PAL) for each SFA is based on a USDA Foods entitlement rate published each year. The entitlement rate is based on Section 6(c) of the Richard B. Russell National School Lunch Act and is 11 cents for each lunch served adjusted for changes in the Consumer Price Index. For 2011-12, the entitlement rate is 22.25 cents.

While not expressly asked in this question, it is important to note that each successful offeror is expected to include USDA Foods in its menus and production. The amount of donated foods made available to each contractor will be the prorated share of DCPS PAL. DCPS will work cooperatively with contractors to determine which USDA foods to order. However, the contract will credit the full value of their share of the annual PAL over the course of the contract year.

Vendor Question 139

6.11.2.1 – Do portable kiosk exist now? Should this be included in the equipment plan?

DCPS Response:

DCPS currently has 40 Cambro Camcruiser portable carts available to facilitate the Grab and Go breakfast program. The equipment spec for the Cambro Camcruiser is an attachment to Amendment 4, noted as J.31. DCPS expects that the number of kiosks available should be sufficient in meeting the needs of schools facilitating the grab and go breakfast program.

Vendor Question 140

6.11.1.5 – DCPS wants hot Grab and Go menu items? Will the kiosks then need to be able to hold hot food? Will there be an electrical source? How will POS machines be determined? What is a student gets a hot breakfast using the POS machine inside the cafeteria but then goes to the kiosk where a paper roster is used? Vendor cannot ring in two meals per student so money is lost.

DCPS Response:

The Cambro Camcruisers contain two wells that can be used for hot or cold food storage. The equipment is not electric and therefore does not necessitate any electrical outlets. Currently, DCPS does not have any point of sale machines in inventory to service grab and go carts, so paper rosters are used. DCPS will be looking into purchasing a technology solution for grab and go carts to limit the ability for students to take second meals.

Vendor Question 141

6.11.7.3 – Does DCPS want their Contractors to tend to their school gardens?

DCPS Response:

No, DCPS does not require offeror(s) to tend school gardens. Rather, DCPS requires offeror(s) to utilize school garden produce in meals (if approved), and support and/or promote school garden programs and nutrition activities as per §C.6.11.7 of the RFP.

Vendor Question 142

6.11.10.1 – When will Contactors know if their schools are to receive vending machines? Labor, food and supply cost will increase so Contractors need to know now so they can add that to their fixed meal price.

DCPS Response:

§C.6.11.10 “Vending” will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 143

6.11.10.1 – Contractors are to train the students on vending machines, not DCPS OFNS staff?

DCPS Response:

§C.6.11.10 “Vending” will be amended to delete reimbursable vending training and snack and/or drink vending services.

DCPS shall be responsible for training students on reimbursable vending machine use.

Vendor Question 144

6.11.10.1 – Contractors are supposed to load and maintain DCPS contracted machines? Who will collect money? Labor costs?

DCPS Response:

§C.6.11.10 “Vending” will be amended to delete reimbursable vending training and snack and/or drink vending services.

Vendor Question 145

6.14.3 – What does it mean when stated ‘validation can include certification or training administered by certified trainer?’ Who are these trainers?

DCPS Response:

DCPS will require that successful offeror(s) submit information about individuals assigned to train staff to establish that the individual has the knowledge and skills to train on whichever subjects they are assigned. DCPS will approve trainers who have reasonable qualifications.

Vendor Question 146

6.14.10 – DCPS has the right to terminate the Contractors employees? What are DCPS’s HR policies?

DCPS Response:

The RFP gives DCPS the right to request disciplinary action for employees whose actions are detrimental to the District and its students. As staff is employed by the contractor(s), the districts HR policies do not apply.

Vendor Question 147

6.14.11 – Customer service surveys with whom? Students?

DCPS Response:

The customer service surveys shall be completed by students and school administrators involved in managing school meal service.

Vendor Question 148

6.15.1 – Who are these DCPS approved trainers and approval process?

DCPS Response:

DCPS will require that successful offeror(s) submit information about individuals assigned to train staff to establish that the individual has the knowledge and skills to train on whichever subjects they are assigned. DCPS will approve trainers who have reasonable qualifications.

Vendor Question 149

6.16.1 – Can DCPS give an example of an easy to comprehend invoice?

DCPS Response:

DCPS has provided a sample invoice in Amendment 4, noted as J.19.

Vendor Question 150

6.16.3 – What type of P&L? For DCPS or for the Contractor? Why does DCPS need copies of all invoices and Contractor P&L if the only payment given to the Contractor is a fixed meal price?

DCPS Response:

This has been modified in the amended RFP.

Vendor Question 151

3.2 – Is there a checklist of what is needed for each proposal or a format?

DCPS Response:

This information has been included in the amended RFP.

Vendor Question 152

6 – Can a Contractor include their own spreadsheets and not use the format given for pricing?

DCPS Response:

No, all offerors must submit attachment J.13 as their price proposal. Amendment 3 contains the revised file.

Vendor Question 153

6 – The School Bid Checklist has incorrect information on it, will that be revised?

DCPS Response:

Attachment J.13 has been revised with Amendment 3.

Vendor Question 154

It states that Section B.3.2.2 must be submitted in the proposal but it is not stated in either the technical or the cost evaluation. At one point in the RFP, it states that pricing is to be submitted with CLIN 12 but how can a price be submitted without the assessment of schools? Statements don't seem to match.

DCPS Response:

The RFP will be amended to reflect the need for successful offerors to conduct a complete assessment of equipment in the schools it is awarded within 60 days of the start of the contract. The assessment should include an inventory, an assessment of the condition of the equipment, the utility of each piece of equipment support the current meal program requirements, an estimate of the remaining life of each piece of equipment, and what new, additional or replacement equipment will be required.

The amended RFP has included administration of equipment maintenance and repair as part of the fixed-unit-price price.

Vendor Question 155

Section L.13 states that prior to commencement, Contractor needs to submit insurance information as listed in Section I.8 but elsewhere in Section L.18.3 the insurance requirements needed as part of the proposal; what is DCPS looking for and where should it be submitted in the proposal?

DCPS Response:

Answer pending.

Vendor Question 156

Will there be a consolidated list with a list of documents required for each Contractor to submit for the RFP? Section L.18 gives mandatory standards of responsibilities for the Contractor but they are not listed anywhere in the Technical Criteria, which gives the list of the items needed for submission. The requirements of the submission seem to be all over the place within the RFP and do not match the listed documents needed for the Technical or Cost Criteria.

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DCPS Response:

This information has been included in the amended RFP.